



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur
अधिष्ठाता प्रशासन कार्यालय
Office of Dean, Administration

Manpower/ Labour Requisition Form (Work Assignment)

Date:

1.	Project No.	:			
2.	Name of PI/ Head of the Department	:			PF No. :
3.	Department/ Lab	:			
4.	Budget Head	:	Wages (Salary)		
5.	Agency Name (Please select any one of them)		1. Tikkan Lal Khatri & Sons 2. E-Vision Implementation Services Private Limited 3. Easy Source HR Solutions Private Limited 4. Sigma Staffing Solutions Private Limited		
6.	Category (Please <input checked="" type="checkbox"/> at appropriate category)	:	Unskilled (A)		Semi-skilled (B)
			No. of Manpower:		No. of Manpower:
7.	Total Number of Manpower/ Labour required (A+B)	:		(For working days only i.e. excluding Sunday, Saturday & Gazetted Holiday)	
8.	Period of employment	:	From	To:	
9.	Details of previous approval obtained (if any)	:			
10.	Work Description	:			
Forwarded					
Signature of PI/ Head of the Department					

For DOAD Office Use			
a.	Project Expiry Date	:	
b.	Funds available in Project	:	Yes/ No
c.	Amount	:	₹
d.	Number and Date	:	
Assistant		Incharge	
		Dy. Registrar (Admin)	Approved Dean